

## Model Document: Follow-Up/Thank-You Letter

Dear Mr. Vallone:

Thank you for the informative and pleasant interview we had yesterday. Please extend my thanks to Mr. Wilson of the Media Group as well.

I came away from our meeting most favorably impressed with Adams Brokerage. I find the position of financial adviser to be an attractive one and feel confident that my qualifications would enable me to perform the duties to everyone's advantage.

If I can answer any further questions, please let me know.

Sincerely yours,

Elaine Treadwell

**FIGURE 7-6. Follow-up Correspondence**

Source: Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu (Bedford/St. Martin's 2008)